

9 MAY 1974

MEMORANDUM FOR: Deputy Director for Management & Services
THROUGH : Director of Personnel
SUBJECT : Request for Additional "Summer-Only" Employees

1. It is requested that four additional "Summer-Only" employees be assigned to the Office of Medical Services to assist in the second phase of our medical record conversion. This phase consists of securing the medical documents into the new terminal digit file, and recording the file number on the new file.


2. We feel that this phase can be completed more economically and efficiently by utilizing summer employees than by the continued use of staff employees on an overtime basis.

25X1A


JOHN R. TIETJEN, M. D.
Director of Medical Services

CONCUR:

25X1A




Director of Personnel

13 May '74
Date

APPROVED:

25X1A



Deputy Director for Management & Services

15 May '74
Date